



Wrap Up Start Guide



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Glossary of Wrap- Up Acronyms

AE	Account Executive
CCIP	Contractor Controlled Insurance Program
COI	Certificate of Insurance
GC	General Contractor
GL	General Liability
ICC	Insurance Credit Confirmation
ICW	Insurance Credit Worksheet
OCIP	Owner Controlled Insurance Program
PIF	Project Information Form
PM	Project Manager
PSA	Purchase/ Sales Agreement
SIR	Self- Insured Retention



SECTION 1: Work Flow of a New Project

New Wrap Start Up Timeline

There are many critical contractual decisions and other related documents that are needed prior to enrolling any participants into the wrap program. *Typically* 5 to 7 days are needed; however, if your project requires an immediate enrollment for a trade or two, special arrangements will need to be made with Paladin.

Key Decisions:

1. Allocation of insurance premium (bid credits)
2. SIR / Deductible allocation
3. Modification of indemnification language
4. Modification of insurance language

DAY 1	DAYS 1 - 3	DAY 3	DAYS 3-7	DAYS 7- 10
New Project Notification to Paladin from Retail Agent, Client or Carrier	PM sends out Proposal to new client and receives a signed Proposal back from the new client.	Paladin PM will complete the PIF with client. Paladin PM Requests from client the Prime & Subcontracts (If OCIP both are applicable, if a CCIP then only the Subcontract is needed). Confirm if additional services are needed: Premium Allocation and/or COI Tracking.	If appropriate a wrap orientation is performed. Addendum Team will create a contract addendum and a draft wrap insurance manual and provide the drafts for the client and its legal team for review.	Finalization of Addendum, Manual, and receive signed Contract. Client Provides Trades to Enroll spread sheet.

For many of the wrap projects, within the first 30 days of start-up, you will be contacted by the Paladin Risk Management Team to begin the Risk Management Review (RMR) Assessment. A Project Risk Review and Jobsite Safety Liability Inspection (typically during framing) are mandatory by most of the Wrap up Carrier (*please check the wrap proposal subjectivities*)



Form-1 Project Information Form (PIF)

Paladin PM: John Lindsay

Date: _____

Project Name:		Owner/Developer Name	
The entity that is selling the units (if for sale ...OK if not sure at this time)		GC Name (If Different than Developer)	
Project Address:			
Is there a contract between the Owner and the GC? (provide copy)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> Owner is also GC	
Project Type	<input type="checkbox"/> Condo <input type="checkbox"/> Townhome <input type="checkbox"/> Single family – detached <input type="checkbox"/> Apartments <input type="checkbox"/> Mixed use <input type="checkbox"/> Condo Conversion <input type="checkbox"/> Other _____		Total # of Units Total # of Buildings
Construction Estimated Hard Costs	# of Phases	Start date	Framing Start date Est Project Duration (Months)
SIR / Deductible for trades method of calculation - (Reference Exhibit #3 for guidelines)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know	IF YES <input type="checkbox"/> No Deductible for GC or Trades <input type="checkbox"/> No Deductible for just trades GC will contribute <input type="checkbox"/> Trades contribute same deductible as their own policy <input type="checkbox"/> Flat amount _____ <input type="checkbox"/> Risk chart <input type="checkbox"/> Other _____
Premium Allocation / Bid Credits - (Reference Exhibit # 4 for guidelines)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know	Method of calculation: (if yes how you will collect?) <input type="checkbox"/> Actual % <input type="checkbox"/> Flat <input type="checkbox"/> Do not know
Will Paladin be considered to perform Certificate of Insurance Tracking?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know	If yes; (1) Are certificates needed from sub before starting work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes; (2) Are certificates still required after work is completed and until the termination date of wrap-up policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
KEY PROJECT PERSONNEL			
OWNER / DEVELOPER		GENERAL CONTRACTOR	
Name of Company		Name of Company	
Primary Contact		Primary Contact	
Title		Title	
Address		Address	
Best Phone #		Best Phone #	
Email		Email	
Retail Agent/Broker		Person to receive Invoice for Services	
Name of Company		Legal Billing Entity	
Primary Contact		Primary Contact	
Title		Title	
Address		Address	
Best Phone #		Best Phone #	
Email		Email	

**Please return this form to Paladin Risk Management to any of the following Project Managers.
John@paladinriskmanagement.com, OR Lindsay@paladinriskmanagement.com**

SECTION 1: Steps for Enrollment

To begin Enrollment:

Step 1.	<input type="checkbox"/> Client completes the PIF Form-1 (Project Information Form)
Step 2.	<input type="checkbox"/> Paladin Wrap Administration MUST receive the insurance binder; typically from the retail agent before any trade/participant is enrolled.
Step 3.	<input type="checkbox"/> Discussion regarding whom to enroll should be discussed <ul style="list-style-type: none"> ○ Porta potty, temp fence, security, Architects, Engineers, ○ Enrollment does not guarantee coverage
Step 4.	<input type="checkbox"/> If a trade needs to start work and the addendums are NOT complete, if the binder is provided to the wrap administrator, <i>special arrangements can be made</i>
Step 5.	<input type="checkbox"/> The trade needs to be provided with a copy of the “wrap” addendum (if not imbedded into the original subcontract) and a signed copy need to be provided back to the wrap administrator. A copy of the wrap insurance manual also needs to be provided to the trade and a signed copy needs to be retained. A copy could be provided to the wrap administrator for document retention.
Step 6.	<input type="checkbox"/> The Client/GC provides Paladin a spreadsheet for the trades/participants to be enrolled (Form 6, page 12). Once all the documentation is completed and the wrap program has been set-up. The time it takes to enroll a new trade(s) typically takes less than a day.
Step 7.	<input checked="" type="checkbox"/> Paladin Wrap Administrator will enroll the contractors and generate the certificate of enrollment and then forwards the certificate of enrollment to the appropriate parties; trade, GC, &/or broker.

Note *If you have opted for COI Tracking and/or Premium Allocation you will need to decide if the Wrap Administrator can issue the enrollment certificate prior to the COI and/or the Premium Allocation being compliant. It is recommended that they are not issued an enrollment confirmation certificate until they have reached full compliance.¹*

¹ *The Wrap Administrator will make 3 attempts to collect the required information for COI tracking. This can be a combination of email and/or phone calls. The third attempt will copy the GC. The insured and or GC is expected to determine what, if any, action will be taken at that time for information not received by the trade. The Paladin portal will be triggered for non-compliance and no further attempts will be made by Paladin for follow-up.*



Form-2 Contribution Options for Premium Allocation/Bid Credits

PROJECT NAME: _____

Did the trades already submit their bids?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the owner /builder considering to negotiate insurance contributions from the subcontractors toward the insurance "wrap up" premium?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know

GENERAL CONTRACTOR (if not the Owner Developer) DECISIONS TO CONSIDER

- When the General Contractor originally bid the project, did the quote include general liability insurance? If yes, is that line item being removed from his overall bid?
- Is the Owner/Developer going to require a general liability credit Yes No Do not know from the General Contractor?
- Paladin to provide *Sample GC language will be created for Prime Agreement if applicable*

SUBCONTRACTOR SAMPLE LANGUAGE FOR THE CONTRACT ADDENDUM

(1) **IF NO**

- Owner/ Developer shall be responsible for payment of insurance premiums for the Wrap Up Policy. General Contractor and any of its sub-tier contractors **shall not be** responsible for contributing toward the OCIP premium.

(2) **IF YES (Sample Options to be considered)**

- Owner/Developer shall be responsible for payment of insurance premiums for the Wrap Up Policy. Subcontractor and any of its sub-tier contractors, however, shall be responsible for contributing toward the insurance premium in the amount **equivalent to the insurance cost that Subcontractor's current general liability insurance would charge** to cover contract award. Such contribution from Subcontractor shall be made through deductions from amounts otherwise due Subcontractor.

- Owner/Developer shall be responsible for payment of insurance premiums for the Wrap Up Policy. Subcontractor and any of its sub-tier contractors will be responsible for contributing toward the insurance premium for the Wrap Up Policy **amount of \$ _____**, as negotiated with Subcontractor during the bid process. Such contribution from Subcontractor shall be made through deductions from the amounts otherwise due Subcontractor.

- Owner/Developer shall be responsible for payment of insurance premium for the OCIP insurance. Subcontractor and any of its sub-tier contractors will be responsible for contributing **a fixed rate of its Contract Award toward the OCIP premium based upon Subcontractor's trade role type as provided in Appendix A**. The rate/amount of the insurance credit due for each construction participant will be debited by Owner/Contractor through a reduction in Subcontractor contract price.

- The Contractor shall be responsible for payment of insurance premium for the OCIP insurance and the Subcontractor and any of its sub-tier contractors will be responsible for contributing toward the OCIP premium **based upon the Insurance Credit Worksheet** provided by the Owner/General Contractor/Wrap Administrator. The Owner/Builder/Wrap Administrator will use this form, **and any other pertinent information available** to Owner/Builder, to calculate the percentage/amount of the insurance credit due for each construction participant through a reduction in contract price. *(worksheet on next page)*

Please return this form to Paladin Risk Management to any of the following Project Managers. John@paladinriskmanagement.com, OR Lindsay@paladinriskmanagement.com

Relative Risk Levels by Trade (For General Reference Only)

This table may be modified into fewer columns and trade roles moved.

Low Level I	Medium Level II	High Level III	Very High Level IV
Alarm Systems	Cabinets	Concrete Foundations	Framing
Appliances	Ceramic Tile	Decks	Finish Carpentry
Bath Accessories	Doors	Drains	Grading/Earth Work
Carpeting	Fireplaces	Drywall	Pile Driving
Dry Utilities	Flatwork/Walks	Electrical	Plumbing
Entry Gates	Granite Counters	Erosion Control	Roofing
Finish Clean	Gutters	Fire Sprinklers	Rough Grade
Garage Doors	HVAC	Landscaping	Sheet Metal
Interior Trim	Insulation	Perimeter Walls	Skylights
Joint Trench	Masonry Veneer	Retaining Walls	Solar Heating
Low-Voltage Wiring	Masonry Walls	Siding	Stucco
Marble/Stone Flooring	Ornamental Iron	Tub/Shower Enclosures	Waterproofing
Mirrors	Painting	Tube Steel	Window Installation
Paperhanging	Paving/Curb/Gutter	Wet Utilities	
Speakers / Cable TV	Storm Drain		
Stairs	Structural Steel		
Street Lights	Water Features		
Temporary Power	Weather-stripping		
Wardrobe/Closet	Wood Flooring		
Wood Fencing			

EXAMPLE ONLY (this table may be modified into fewer columns and trade roles moved)

Risk Level I	\$2,500	Risk Level III	\$7,500
Risk Level II	\$5,000	Risk Level IV	\$10,000

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PROJECT NAME: _____

- 1 The Insured elects **not** to pass **any cost** of the SIR/deductible to the **Subcontractors** both
 a during construction as well as after construction. AGREE DISAGREE
- 1 The Insured elects **not** to pass **any cost** of the SIR/deductible to the **General Contractor**
 b both during construction as well as after construction. AGREE
DISAGREE
- 2 The Insured elects to pass an amount to the General Contractor and Subcontractors for an
 occurrence during construction as well as after construction. AGREE DISAGREE

If you answered "AGREE" above, please review the following options & select one that you may consider how you want to allocate the SIR/deductible or during the orientation meeting we will discuss other options:

SAMPLE OPTIONS FOR GENERAL CONTRACTORS

1. The General Contractor will assume the full balance IF there is any SIR/deductible remaining.
2. The Owner & GC will share equally if there is any SIR/deductible remaining.

OTHER: _____

SAMPLE OPTIONS FOR SUBCONTRACTORS

3. By passing the entire SIR/deductible carried by Wrap Policy to the Subcontractors.
4. By passing an amount equal to: \$ _____ (or %) _____ % of the contact price.
5. By passing an amount equal to the deductible or SIR carried by the Subcontractor's GL policy at the time of loss.
6. By passing an amount equal to the deductible or SIR carried by the Subcontractor's GL policy at the time of loss or \$ _____ or whichever is greater
7. In the event of an occurrence during the course of construction (prior to completion and acceptance of Subcontractor's Work) or after completion of the project, which requires Owner to satisfy all or any portion of the deductible and which arises out of Work by or for Subcontractor, each "involved" Subcontractor will be responsible for the maximum amount stipulated for its trade role type as outlined in *sample Appendix A (see next page)*.

OTHER: _____

NOTE: For all options above or others created, the following statement will be included

If the amount collected hereunder exceeds the amount actually expended in the SIR/deductible, the contribution due from each Subcontractor will be reduced by an equal percentage so that the total amount collected equals the actual SIR/deductible amount due.

Relative Risk Levels by Trade (For General Reference Only)

This table may be modified into fewer columns and trade roles moved.

Low Level I	Medium Level II	High Level III	Very High Level IV
Alarm Systems	Cabinets	Concrete Foundations	Framing
Appliances	Ceramic Tile	Decks	Finish Carpentry
Bath Accessories	Doors	Drains	Grading/Earth Work
Carpeting	Fireplaces	Drywall	Pile Driving
Dry Utilities	Flatwork/Walks	Electrical	Plumbing
Entry Gates	Granite Counters	Erosion Control	Roofing
Finish Clean	Gutters	Fire Sprinklers	Rough Grade
Garage Doors	HVAC	Landscaping	Sheet Metal
Interior Trim	Insulation	Perimeter Walls	Skylights
Joint Trench	Masonry Veneer	Retaining Walls	Solar Heating
Low-Voltage Wiring	Masonry Walls	Siding	Stucco
Marble/Stone Flooring	Ornamental Iron	Tub/Shower Enclosures	Waterproofing
Mirrors	Painting	Tube Steel	Window Installation
Paperhanging	Paving/Curb/Gutter	Wet Utilities	
Speakers / Cable TV	Storm Drain		
Stairs	Structural Steel		
Street Lights	Water Features		
Temporary Power	Weather-stripping		
Wardrobe/Closet	Wood Flooring		
Wood Fencing			

EXAMPLE ONLY (this table may be modified into fewer columns and trade roles moved)

Risk Level I	\$2,500	Risk Level III	\$7,500
Risk Level II	\$5,000	Risk Level IV	\$10,000

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SECTION 2: Procedures for Insurance Bid Credits:

To Begin Premium Allocation:

Step 1.	Once the decision has been made that premium allocation (bid credits) has been decided upon, Paladin makes sure that the addendum reflects the calculation, and in California, is consistent with AB2738. <ul style="list-style-type: none">a. Paladin will discuss with the GC potential issues, if any, with trades to be used. Develop options as to the potential issues
Step 2.	Paladin will, if needed, create a bid letter explaining the decision to collect bid credits: <ul style="list-style-type: none">a. Decide if Paladin or the GC will send the bid letter to the trades.
Step 3.	A decision needs to be made regarding the work status before the final contracted negotiated price is agreed upon; <ul style="list-style-type: none">a. Need to be completed before the trades will be allowed to starts work orb. After they start work & as soon as possible
Step 4.	Paladin will contact and provide an Insurance Credit Worksheet (ICW) to the trades for completion & obtain a signed ICW of the final negotiated price; <ul style="list-style-type: none">a. In addition to the ICW the trade will be expected to provide a copy of the General Liability rate page.b. The GC is immediately emailed as to the agreed upon decision.
Step 5.	Paladin will email the Insurance Credit Confirmation Letter (ICC) to the trade for them to review and sign off on the credit amount. <ul style="list-style-type: none">a. Paladin will provide updates of the process into a spreadsheet that is regularly uploaded the spreadsheet into the online website.



PROJECT: _____ (Enter Project Name)

In order to be enrolled into the Wrap Up Insurance Program you must complete and return this form within three (3) days of the date of this request. Please Note: A separate Insurance Credit Worksheet must be completed for each Subcontractor. This form will not be accepted unless completely filled out.

(SUB)CONTRACTOR: _____ CONTRACT AMOUNT: \$ _____
TYPE OF WORK: _____

WHAT IS YOUR GENERAL LIABILITY RATE BASED ON?
(select ONLY one)

Receipts Insert contract amount for this project only: \$ _____

Payroll Insert total payroll for this contract only: \$ _____

Other: _____

WHAT IS YOUR GENERAL LIABILITY (GL) RATE? \$ _____

IS YOUR GL RATE BASED PER: \$100 - or - \$1,000
(select ONLY one)

D) GL PREMIUM FOR THIS PROJECT ONLY: \$ _____

E) GL POLICY DEDUCTIBLE AMOUNT: \$ _____

PLEASE ATTACH THE FOLLOWING ITEMS FROM YOUR GENERAL LIABILITY INSURANCE POLICY:

COPY OF THE DECLARATION PAGE
RATE ENDORSEMENT PAGE

Address: _____
Phone: _____ Fax: _____
Email Address: _____
Your Name: _____
Signature: _____
Date: _____
Broker Name: _____ Phone: _____

PLEASE RETURN VIA EMAIL or FAX TO:
PALADIN RISK MANAGEMENT, LTD.
ATTN: _____ Paladin Account Executive
EMAIL: _____ @PaladinRiskManagement.com / FAX: 815-301-9073



Form-7 Trades & Sub-trades to Enroll into Wrap-up

The Paladin Team will email you an excel spreadsheet that will request this information to be filled out for each trade enrolling.

Note: Please make sure all trades use and address, PO Boxes are not allowed

Project Name	Paladin Account Executive	Email	Phone
		xxx@PaladinRiskManagement.com	888-240-4431 ext. __

Company	Address (NO PO Boxes)	City	State	Zip	Trade Specialty	Est. Start Date	Contact Name	Phone	Email
ABC Construction	123 Rubble St.	Bedrock	VA	11111	Concrete	1/1/12	Fred Flintstone	877-987-6543	fred@abc.com

SECTION 3: Certificate Tracking

To begin Certificate Tracking:

Step 1.	After submitting of your Prime and/or Subcontract agreement to Paladin, we will review the subcontract agreement & discuss the typical insurance requirements that may not be found in the agreement or should be required for this project.
Step 2.	Complete Form-2 Certificate of Insurance Project Worksheet.
Step 3.	The decision needs to be made regarding the receipt and review of the insurance documents for compliance. Does compliance need to be met; <ul style="list-style-type: none"> a. Before the trade starts work; Before 1st draw for payment?; continue to provide even when contract work is completed since they may need to provide warranty? b. What are “acceptable” exemptions (waivers)
Step 4.	Paladin will prepare and provide an Insurance Requirements Guide that will be issued by the GC before, during, or after the signing of subcontract and the addendum. <ul style="list-style-type: none"> a. Paladin will again provide a copy to the wrap participant.
Step 5.	Paladin uploads all documentation to the website for review <ul style="list-style-type: none"> a. Typically within 24 hours, all documentation is uploaded to the web site. b. Status icons will depict the status compliance and alerts may be reviewed. c. Reports may be generated and downloaded from the website.

Certificate Expiration Protocol

Step 1.	30 days before expiration, an email notice is automatically sent to the trade. <ul style="list-style-type: none"> a. Determine any others that might want to be copied on that notification (GC, Owner, etc.)
Step 2.	15 or 10 days before expiration, an email notice is automatically sent to the trade. <ul style="list-style-type: none"> a. Determine any others that might want to be copied on that notification (GC, Owner, etc.)
Step 3.	0 days before expiration, an email notice is automatically sent to the trade. <ul style="list-style-type: none"> a. Determine any others that might want to be copied on that notification (GC, Owner, etc.)
Step 4.	-5 or 10 days after insurance expiration, an email notice is automatically sent to the trade. <ul style="list-style-type: none"> a. Determine any others that might want to be copied on that notification (GC, Owner, etc.)

The Wrap Administrator will make 3 attempts to collect the required information for tracking. This can be a combination of email and/or phone calls. The third attempt will copy the GC (and broker and insured if required). The client/insured or GC is/are expected to take action at that time regarding information not received by the trade. The web site will be triggered for non-compliance and be made by Paladin for follow-up.



Form-8 Certificate of Insurance Tracking Project Worksheet

Project Name:		Date		Completed by:	
---------------	--	------	--	---------------	--

Name	Role	Email	Receive 30 day notice	Receive 15 day notice	Receive 0 day notice	Receive - 10 day notice

KEY DECISIONS: CERTIFICATE TRACKING

- 1) Automated emails are generated: 30 / 15 / 0 - the day of expiration and minus 10 days after expiration.
 - a. Please provide the names of the contacts that will receive the notification and when (*see above*)
- 2) Since the trade or trade's broker may not provide all documents the first time when requested, do all certificates of insurances need to be compliant before allowing subcontractor to be on site?

YES NO

 - a. Comment: EXAMPLE - off premise GL may not be compliant and the trade can work
 - b. Comment: _____
 - c. Comment: _____
 - d. The web portal will show who is compliant or not!

- 3) Are the trades prevented from continuing work with non-complaint documents (renewals)?

YES NO

 - a. Comment: _____

- 4) If yes, who has the permission to stop the trade from working at the site?

Name	Role	Email	Phone

- 5) When does Paladin stop collecting certificates of insurance?
 - a. After work & final payment is made? Yes No
 - b. OR - Require until wrap-up policy is terminated? Yes No
 - c. AND - if the certificate of insurance is expired & trade is required to come back to the site, who is responsible to obtain the new certificates of insurance from the trades before they come on site?

GC Paladin Other

**Please return this form to Paladin Risk Management to any of the following Project Managers.
John@paladinriskmanagement.com, OR Lindsay@paladinriskmanagement.com**

The following documents **need to be** provided to the Paladin Risk Management team; however, *we understand that all documents may not have been prepared at this time or are relevant for your current project.* *

Contracts *(if a wrap – will be provided at the start of the project; please inform the consultant if he/she asks gain)*

Purchase/Sales Agreement (PSA) for units to be sold (a draft is acceptable). If the PSA has not been completed at this time, it is critical to provide Paladin Risk Management with one ASAP. *(SB800 is a critical element of the risk management review California only).*

▪ Recently executed Contracts

- Prime Agreement between Owner and General Contractor
- Subcontract Agreement (from a previous project is acceptable) between the GC and a subcontractor. We would ask that this agreement between you and “critical class” subcontractor (as examples framing, concrete, plumbing, carpentry, roofing etc.)

General Information needed for the risk management review

- Brief biography / information and key management team
 - Insured (Owner/Developer) and GC (if different)
 - Include years of experience of staff in key designated positions (current and prior)

Pre-qualification of trades

Documentation or written process of how general contractor and trades will be or were selected

Certificates of Insurance - Critical

Provide 2 sample copies of certificates of insurance; additional insured endorsements and waiver of subrogation collected from trades on previous projects (i.e., framer, roofer, concrete)

Safety Information

- Injury, Illness and Prevention Program Manual and Safety Manual
- Most recent tailgate and/or safety meeting sign-in sheet(s) *(from another project is fine)*

Customer Service Information

- Customer service procedures manual or written procedures
- How does the Owner plan to respond to customer service issues
 - Documentation noting the customer service procedures
- Customer service aging report and/or other documents
 - Homeowner Maintenance Manual
 - Homeowner Association Maintenance Manual
- Warranty Information
 - Standard warranty policy and related information if no Purchase & Sales Agreement provided

Quality Assurance or Control Program

- Written confirmation (or pending) that a third party Quality control/quality assurance, company will be performing on the job (if required by the carrier).
- Other quality control measures by the general contractor (written plans)

Document Retention Program

Procedures / Protocols*

General Contractor

Owner

A key role of Paladin Risk Management will be to work with both parties to ensure that missing or needed information will be provided to become compliant with the review recommendations and carrier requirements. New contracts are not provided; however they are reviewed and critical insurance, indemnity, safety information and if appropriate, SB800 information is provided for California projects.

SECTION 4: Closeout Procedures

Step 1.	60 Days prior to the Wrap policy end date the Paladin Wrap Administrator will contact you via email. a. They will send you a trade spreadsheet to review and confirm all trades were enrolled.
Step 2.	b. Please review the enrollment trade spreadsheet and finalize the trades on the list.
Step 3.	c. Respond in email to the Wrap administrator your review and approval or changes to the spreadsheet.
Step 4.	d. Send a copy of the Certificate of Completion or the Certificate of occupancy to the Wrap administrator.
Step 5.	e. If construction is still ongoing you will need to forward a copy of the insurance extension binder to your Wrap Administrator.
Step 6.	f. We may repeat the above process to make sure we captured ALL wrap participants



Section: Wrap Up Glossary

Wrap-Up	One or more insurance policies designed to cover certain risks of the owner and substantially all of the contractors and subcontractors on a construction project
Insured	The owner or the GC that purchased the insurance program.
Insurers	The carriers that underwrite the policy for the insurance program.
Project Site	The project site is the location scheduled on the insurance policy where construction is to be performed. There can be more than one location scheduled on a policy.
Onsite	Those activities that are performed at the project site.
Offsite	Activities not covered under the insurance program that occur outside of the project location.
OCIP	OCIP-Owner Controlled Insurance Program. The owner has purchased the insurance program
CCIP	CCIP-Contractor Controlled Insurance Program. The General Contractor has purchased the insurance program.
Insurance Binder	Document that is provided by the agent or broker that temporarily validates an insurance program has been put into place.
Rolling OCIP/CCIP	One or more insurance policies designed to cover continuous construction projects of the owner or GC.
Deductible	The amount of expenses that must be paid out of pocket before an insurer will pay any expenses.
Self-Insured Retention(SIR)	The amount of money an insured is responsible for paying in the event of a claim.
Prime Contract	The contractual agreement between the owner and the general contractor.
Subcontract	The contractual agreement between the general contractor and the subcontracted trades.
Addendum	The additional contract language that becomes part of the contract and identifies to the parties involved that there is a wrap-up in place.
Manual	The Document that is a guide to the wrap up program coverages, responsibilities, and forms. It is a reference tool to the contract.
Project Information Form (PIF)	The document that contains important details in regards to the construction project and the persons involved.
Insurance Credit Worksheet	The form to be completed when premium allocation services are required. It collects the subcontractor's rate information for calculating their insurance contribution for the coverages afforded under the wrap program.
Trade Enrollment Spreadsheet	The list of subcontracted trades that need to be enrolled into the wrap-up